

Reporting prescribed events

The RBS' role of providing independent oversight of buildings and building work throughout the construction process and ensuring that buildings are safe for use, accessible and energy efficient, is critical to the effective operation of the building market in Victoria. It is vital that this is completed with a high degree of care and compliance.

The information that RBSs supply to the VBA is critical to inform the VBA's consumer protection, market regulation, practitioner support and community safety objectives. High degrees of care and compliance are therefore required of RBSs in the exercise of their functions. The VBA will continue to:

- closely monitor and support compliance with existing provisions
- identify and support systemic areas for improvement
- conduct risk-based Compliance and Enforcement activities
- work with RBSs as co-regulators to highlight priorities and systemic issues, and provide compliance support, to continue to enrich the critical role of the RBS and the data available to the VBA that supports the VBA in exercising its functions.

Reporting prescribed events for a Building Permit

Reporting prescribed events (Regulation 47)

For building permits where the building permit application was accepted by the RBS before 1 July 2019, please see the transitional reporting arrangement fact sheet.

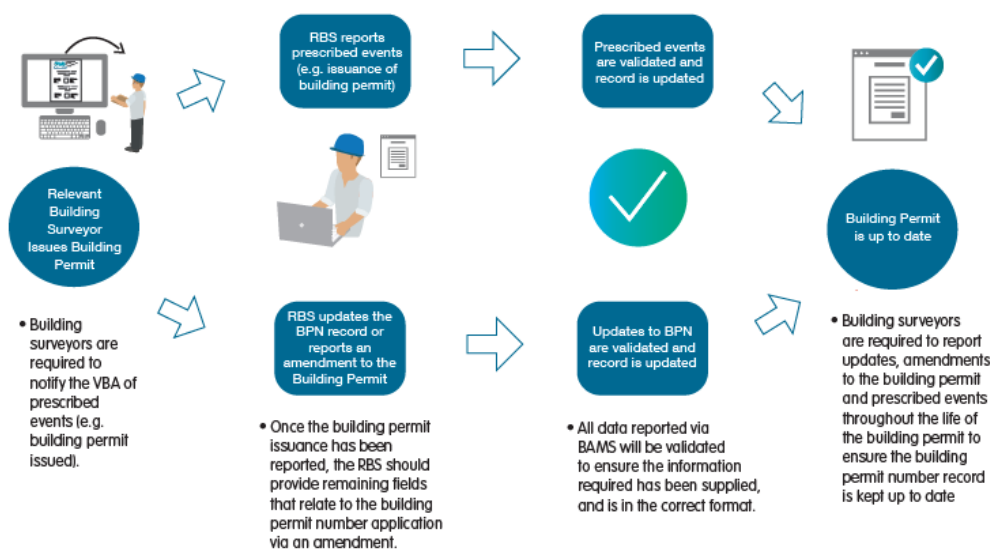
For **building permits where the building permit application is accepted on and from 1 July 2019**, requirements to keep records of and report on levy under regulation 46 no longer apply.

For **all building permits (regardless of issue date from 1 July 2019)**, additional requirements specified in regulation 47(2) and (4) require the RBS to notify the VBA within seven days after the end of each month:

- whether an occupancy permit is required in relation to the building work
- of the mandatory notification stages for the building work set out under Part 12 of the Regulations
- whether the building work is to be carried out on land that is subject to a determination under regulation 64(1)
- whether any exemption from, or consent to partial compliance with, certain requirements of the Regulations relating to the building work has been given by the RBS under regulation 229(2), 231(2), 233(3) or 234(2)
- whether the building work involves the construction of a swimming pool or spa or an associated safety barrier
- whether the RBS determined under regulation 111(2) that protection work is required in relation to the building work
- of any extension granted during that month by the RBS under regulation 59 to the commencement date or completion date of the building work to which the permit applies and the new dates
- of any inspection of building work to which the permit applies at a mandatory notification stage under section 34 of the Act; and

- of any determination by the RBS that protection work is required in relation to building work to which the permit applies under regulation 111(3).

The prescribed events reporting requirements are listed in the table in the following section. Prescribed events can be reported using the online portal selecting the report event function or using a separate CSV to the application/amend by uploading the CSV into BAMS in the 'Report Prescribed Events' section of BAMS.



Five-day reporting [Regulation 47A]

No change to prescribed events that RBSs are required to report to the VBA within five business days of occurrence.

- **Permits issued before 1 July 2019** – if builder named on permit **ceases to be engaged** to carry out the building work to which the permit relates. Existing arrangements for notification remain in place through email to VBA using the form available on VBA website.
- **Permits applied on BAMS** – if builder named on permit **ceases to be engaged** to carry out the building work to which the permit relates. Use BAMS to 'Terminate the Builder Contract' (see [Building Surveyor User Guide](#) for details)
- if builder named on a building permit **changes**, the building surveyor will be required to amend the building permit record via BAMS (see [building surveyor user guide](#) for details)

Information required to report prescribed events

The table on the next page shows which reporting fields are 'conditionally required', depending on the event code. Please refer to the **sample CSV file** and **technical specifications** for a list of all fields reportable for prescribed events. These events are to be reported within seven days after the end of each month in which the event occurred (but can be reported at any time throughout the month).

The first prescribed event reportable is the issuance of the building permit and the final prescribed event is either the Occupancy Permit *or* Certificate of Final Inspection.

You are required to report pass and fail for inspections such as 'Mandatory Notification: Before pouring specified concrete member'.

The table below indicate which Prescribed Events (PE) fields are 'conditionally required' based on the event code. The grey cells mean the field is not required for the PE code. Please refer to the **Sample PE CSV file** under the 'Resources' section of the [BAMS website](#) to see all fields that are required for PE reporting. More information can be found in the Technical Specifications spreadsheet (also under the 'Resources' section) however this is intended more for Software Provider consumption rather than RBSs.

Additional fields to be reported include: Building Permit Number, Building Permit Stage Number, Date of Building Permit Issue, Building Surveyor Registration, Project ID/Name.

Note that the reporting due date for each month's Prescribed Events data is the 7th day of the following month.

Prescribed Event code	Prescribed Event Name	Regulation reference	Event Date (YYYY-MM-DD)	Inspection Status (Fail/Pass)	Certificate Number (Numbers)	Persons Registration Number (Numbers)	First/Last Name of Person Involved (Letters)	How / what to report in BAMS	Notes (Free Text)
10	Issuance of Building Permit	47(1)(a)	Permit Issue Date					Prescribed Events - Report building permit issue date. Amendments - Report other building permit data not previously provided during building permit number application.	Add notes if relevant
11	Commencement of Works/First Inspection	47(3)(b) – building work commenced 47(4)(a) – amendments to commencement date to be reported	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Commencement Date, or if report First Inspection Date, also report Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant

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13	Occupancy	47(1)(a) – issue of OP 47(2)(a) – whether OP is required	Occupancy Date		Occupancy Permit Number			Prescribed Events - Report Occupancy Permit issue date and Occupancy Permit Number.	Add notes if relevant
14	Final Inspection	47(4)(b) – inspection of building work at a mandatory notification stage 47(1)(a) – certificate of final inspection	Inspection Date	Inspection Status	Certificate of Final Inspection	Inspectors Registration Number	Inspected By	Prescribed Events - Report Final Inspection Date, Inspector's registration number and name, and inspection results (pass or fail). If pass, also report Certificate Number for Certificate of Final Inspection.	Add notes if relevant
20	Project/Permit Lapsed	47(3)(a)	Lapsed Date					Prescribed Events - Report permit lapse date	Add notes if relevant
21	Project/Permit Abandoned	47(3)(b)	Abandoned Date					Prescribed Events - Report building permit abandoned date	Add notes if relevant
22 NO LONGER USED	<i>Protection Work</i>		<i>Inspection Date</i>	<i>Inspection Status</i>	-	<i>Inspectors Registration Number</i>	<i>Inspected By</i>		<i>Describe the protection work</i>
23	Exemption	47(2)(d) – exemptions under reg 229(2), 231(2), 233(3), 234(2)						Prescribed Events - Provide description of exemption(s)	Describe the exemptions

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24	Extension to Completion Date	47(4)(a)	New Finish Date			Surveyors Registration Number	Surveyor	Prescribed Events - Provide new completion date, building surveyor's registration number and name.	Add notes if relevant
30	Mandatory Notification: Before placing a footing	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant
31	Mandatory Notification: Before pouring specified concrete member	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant

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32	Mandatory Notification: Completion of framework	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant
33	Mandatory Notification: Fire and Smoke resistance inspection	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant

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34	Mandatory Notification: Protection of Public before building	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant
35	Mandatory Notification: Completion of excavation	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).	Add notes if relevant
40	NCC Vol 1 Performance Solution - Part C	47(1)(a)				Registered Person's Number	Registered Person	Prescribed Events - Report registration number and name.	Paste the details from the permit

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41	NCC Vol 1 Performance Solution - Part D	47(1)(a)				Registered Person's Number	Registered Person	Prescribed Events - Report registration number and name.	Paste the details from the permit
42	NCC Vol 1 Performance Solution - Part E	47(1)(a)				Registered Person's Number	Registered Person	Prescribed Events - Report registration number and name.	Paste the details from the permit
43	NCC Vol 1 Performance Solution - Part F	47(1)(a)				Registered Person's Number	Registered Person	Prescribed Events - Report registration number and name.	Paste the details from the permit
44	NCC Vol 1 Performance Solution - Part BGHIJ	47(1)(a)				Registered Person's Number	Registered Person	Prescribed Events - Report registration number and name.	Paste the details from the permit
50	Other Inspections		Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Prescribed Events - Report any other inspections, Inspection Date, Inspector's registration number and name, inspection results, description of inspection.	Describe the inspection details
51	Mandatory Notification: Other Inspections		Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By		Add notes if relevant